

Puget Sound Action Team Sustainability Plan  
Annual Progress Report for the Period 7/1/04 – 6/30/05  
November 10, 2005

**I. Agency Information, Policy and Goals**

*Responsible agency staff*

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*Sustainability policy statement*

The Puget Sound Action Team, as part of its responsibilities to coordinate activities to protect and restore the biological health and diversity of Puget Sound, pledges to make continuing improvements to its current practices and policies so that they are more sustainable and cause less harm to the environment so that future generations will have access to a clean, biologically productive, and economically vital Puget Sound.

*Long range goals and objectives (from the September 2003 agency sustainability plan)*

Goal #1 – Agency Policy: Incorporate sustainability into agency policy and daily work

Objectives

1. Add sustainability goals, objectives and practices to current and future versions of agency strategic plans.
2. Incorporate sustainability practices into daily work by adding them to the agency's strategic plan and employee handbook, through continuing education and staff involvement, and periodic discussions at staff meetings.
3. Train all new staff in the agency's sustainability goals, objectives and practices.
4. Incorporate sustainability practices into the biennial Puget Sound work plans and *Puget Sound Water Quality Management Plan*, as appropriate.
5. Purchase only environmentally preferred products and services, if available through Central Stores or another practical source.

Goal #2 – Education: Educate and involve staff about agency sustainability policies

Objectives

1. Encourage staff participation in the development and revision of the sustainability plan so they understand and are comfortable with their roles in carrying out the plans, and feel a sense of ownership.
2. Provide staff with periodic updates showing agency progress towards meeting goals, and other agencies' progress in meeting their goals.
3. Provide staff with new information in interesting ways (e.g., quizzes and games) when it becomes available.
4. Periodically remind staff of sustainability policies and activities to keep them fresh in everyone's minds.

Goal #3 – Office Building and Grounds: Work in an environmentally sensitive building that is managed sustainably

Objectives

1. The office building contains “green amenities” – natural lighting, energy efficient heating and cooling, operable windows, flooring and walls made from recycled materials, furnishings composed of non-toxic materials, use of certified or reclaimed wood, etc.
2. Continue to participate in the CTR Program and provide staff with incentives to commute to work via vanpools, public transit, bicycling, walking, etc.
3. Provide showers in the building for staff who commute to work by bicycle or another strenuous means.
4. Provide bike lockers in the building or other means to ensure that bicycles are safe.
5. Continue to provide flexible work schedules, condensed workweeks, and telecommuting plans to reduce total miles staff travel to work each week.
6. Work with building management to identify and implement opportunities to use low impact development techniques to improve how stormwater is managed on site (e.g., bioretention, green roof, permeable pavement, rain barrels, etc.)
7. Work with building management and other tenants so that tenants can be provided the option of locally grown, organic foods, and ensure that only washable cups, plates and utensils are used in the cafeteria.
8. Continue to work with building management to ensure that only environmentally preferred products are used for cleaning of bathrooms, kitchens, etc.
9. Work with building management to ensure that drought-resistant, native plants are used as the predominant landscaping on site, and turf is minimized.
10. Work with building management to ensure that grass cuttings and leaves are mulched on site and that gas-powered leaf blowers are not used.
11. Work with building management to ensure that integrated pest management practices are used on site, and that no listed bio-accumulative toxins are applied as herbicides or pesticides, and that opportunities are explored to use wildlife, such as bats, to control pest populations.
12. Work with building management to explore options for increasing wildlife habitat on site (e.g., bird and/or bat boxes).
13. Work with building management to ensure that soils amended with organic compost are used in landscaped areas to improve plant growth and infiltration, reduce surface runoff, and reduce watering needs.

Goal #4 – Vehicles: Convert fleet to cleaner burning, more fuel efficient vehicles and reduce vehicle miles driven

Objectives

1. Own or lease only clean-burning, fuel-efficient vehicles. The agency does not own or lease vehicles that get poor gas mileage (<30 miles per gallon). (Short-term this will be a hybrid, such as the Toyota Prius and Honda Civic. Longer term this will be an alternative, non-petroleum fuel, such as biodiesel and/or fuel cells. Much depends on the availability and cost of the fuels.)

2. Agency vehicles are composed entirely of small to mid-size coupes and sedans. If a larger vehicle, such as a van, is needed, rent one for the day.
3. Agency fleet will be intentionally kept small – only as many vehicles as needed.
4. Reduce vehicle mileage by using alternatives to driving alone to meetings. Encourage carpooling to meetings, and develop a building-wide and state interagency carpool system to make finding a carpool partner easier. Encourage using public transit, walking, and/or biking to meetings. Provide staff with bus and train schedules. Encourage staff to teleconference and conduct work via the telephone or e-mail. As needed, work with the governor’s sustainability coordinator and GA concerning additional public transit needs to meetings.
  - a. (Issue: Our ability to reduce miles traveled is limited by the current motor pool requirement that all leased vehicles must be driven at least 1,000 miles per month.)
5. Consider alternatives to traveling long distance to meetings or workshops by car (e.g., chartering a plane for a group traveling to the San Juan Islands).

Goal #5 – Purchasing: Purchase only environmentally friendly products

Objectives

1. Purchase only environmentally preferred products as a first and primary option (paper, cleaners, pens, folders, writing pads, post-it pads, tape, clips, etc.).
2. Purchase only 100% recycled, chlorine-free paper for printers and copiers.
3. Purchase only high recycled content, processed chlorine-free paper for writing tablets.
4. Purchase only low or no chlorine content paper for off-site print jobs.
5. Purchase only 100% soy-based inks for off-site print jobs, and continue to request alcohol-free printing processes.
6. Purchase used office furniture as a first option.
7. Purchase only energy efficient computer equipment and kitchen appliances.
8. Purchase digital cameras as a first option, when available.

Goal #6 – Energy and Water Use: Reduce demand for energy and water

Objectives

1. Use the most energy efficient (star rated) computer equipment, copiers, kitchen appliances and light fixtures available.
2. Turn off all computer equipment at night and when not in use for extended periods of time throughout the day. Turn off monitors when not in use for even short periods throughout the day.
3. Turn off all printers and copiers at night.
4. Increase the amount of “green” renewable energy purchased (or manufactured) each biennium.
5. Work with building management to develop or retrofit the building’s restrooms with waterless urinals, low-flow flush toilets, hands-free sinks and motion detector hand dryers.
6. Work with building management to reduce water demand by capturing rainwater on site and using it to irrigate landscaping and flush toilets.

7. Set lights so that they are controllable by section and automatically shut off at night.
8. Work with building management to explore options for on site energy development (through the use of photovoltaic cells or another source).

Goal #7 – Solid Waste: Reduce, reuse, recycle

Objectives

1. Recycle all paper and various containers.
2. Separate food wastes and compost on site.
3. Set all printers for double-sided printing as the default.
4. Recycle old computer equipment properly (e.g., resold) and not throw away or export waste to another country.
5. Reduce the amount of paper distributed at meetings by using e-mail and distributing limited copies at the meetings. (Staff share copies at the meetings.)
6. Use rechargeable batteries for computer mice and other applications.
7. Exclusively use only washable plates, cups and utensils at staff meetings and other functions. No paper plates, cups or plastic utensils should be used. Staff are responsible for bringing their own cups or mugs to meetings. Staff who provide snacks at meetings are responsible for washing other cutlery used at the meeting.
8. Continue to reuse file folders, hanging folders and other office supplies whenever possible.

Goal #8 – Health & Safety: Ensure a healthy and safe environment for staff

Objectives

1. Continue to provide ergonomic equipment, first aid kits, earthquake preparedness kits, and training on CPR for staff.
2. Continue to designate a safety officer for the office.

**II. Reporting on Objectives and Performance Targets for the 2005-07 Biennium  
Time Period: July 1, 2004 – June 30, 2005**

1. Agency Policy and Staff Education/Involvement

- All staff were involved in developing the agency sustainability plan and were briefed on its elements.
- The plan was added to our intranet site and a copy was posted in the kitchen.
- The October 2004 progress report was shared at a staff meeting and posted in the lunchroom.
- Staff periodically receives e-mails with interesting facts about the positive changes that result from sustainable practices, and reminders about office policies (e.g., to turn off computers at night).

2. Office Building & Grounds

- The office continues to participate in the CTR Program to encourage more sustainable means of commuting to work. Complimentary STAR passes

are provided to staff. 38% of staff (8 of 21) currently participate in the CTR Program.

- All outreach staff live in the regions of Puget Sound that they are assigned (the vast majority have home offices). This greatly reduces the number of miles that staff need to travel to perform their jobs.
- The office's sustainability coordinator and other staff met with Stewart Tucker of GA to discuss a number of short and long-term goals of the Action Team's sustainability plan. Preliminary results of this discussion:
  - Many issues related to stormwater management, landscaping, major building redesigns, etc., are best addressed by GA staff responsible for site and building design. Action Team staff were provided contact information for these staff and will contact them.
  - Staff should work with the GA sustainability coordinator and building management to explore options for installing a worm bin on the grounds to recycle food waste from the Action Team's lunchroom. Staff are working to make this happen.
  - Staff recommended improvements to the building cafeteria (info on "green cafeterias") at a building tenant meeting. Issue: The cafeteria is run by Services for the Blind so they are not under contract or associated with GA.)
  - GA staff promised to adjust the hands-free paper towel dispensers to reduce the amount of paper dispensed.
  - Issue: The GA Building is an older building that is scheduled for a major renovation or reconstruction. Because of this, there is understandably reticence to make significant investments to make it incrementally "greener" at this time. However, the building does do a number of things now, including: Pre-measured cleaning supplies so janitorial staff don't use excessive cleaning agents; and men's restrooms on two of floor buildings have waterless urinals. The building is also receiving new tenants. Because some of the costs of improvements would be borne by tenants, it may be more efficient to wait until the building approaches capacity, before discussing sustainability ideas with GA and other tenants. The Action Team would like to use the GA building as a model of sustainability for older buildings.

### 3. Fleet Vehicles

- The Action Team has transitioned to the predominant use of fuel efficient, low emission Toyota Prius hybrids. 83% of the office's vehicles (5 of 6) are now Toyota hybrids. The Action Team is close to meeting its original goal of having 100% of its fleet hybrid vehicles by June 2005.
- Vehicle miles traveled:
  - For the reporting period, the 6 vehicles leased by the Action Team were each driven on average 692 miles/month. This represents an 18% decrease compared to the previous reporting year. However, total miles driven for all agency vehicles increased, as the agency

added one vehicle to its fleet, bringing the total number of vehicles to 6. (See Statewide Performance Measures for more detail).

- July – December 2004, each vehicle was driven on average 755 miles/month. (Note: agency leased only 5 vehicles during this period.)
- January – June 2005, each vehicle was driven on average 630 miles/month. (Note: agency leased 6 vehicles during this period.)
- The new office location, the GA Building on the capitol campus, allows staff to walk to more meetings as several state agencies are close by
- Local bus schedules are available to all employees to encourage use of buses to meetings, workshops and conferences. One manager reports that he has used the Sound Transit Express on multiple occasions to travel to Seattle for meetings.
- Staff report carpooling to meetings with staff from other offices.
- All vehicles are currently leased, and are regularly inspected and maintained by the Motor Pool. This reduces chances of oil leaks and excessive air emissions (often a result of an improperly tuned vehicle).
- Challenges:
  - One objective called for staff to meet with other building tenants to discuss establishing a building-wide system to carpool to meetings. Because the Action Team is the only natural resource-based office in the GA Building, there may be very few opportunities to carpool to meetings with other building tenants.
  - Outreach staff, which have 4 of the 6 agency vehicles, work in home offices around Puget Sound and travel extensively to meetings, presentations, etc. Their ability to carpool or take public transit to meetings is limited; therefore the agency's ability to reduce vehicle miles traveled is also limited.

#### 4. Purchasing of Goods & Services

(See Appendix A for a full list of environmentally friendly products that are currently purchased.)

- Environmentally preferred products are purchased as a first and primary option.
- 100% recycled, processed chlorine-free paper is purchased for all copiers and printers.
- Two issues of *Sound Waves*, the office's newsletter, were printed on 100% recycled, processed chlorine-free paper.
- Publications staff request 100% soy-based inks and alcohol-free printing for all off-site print jobs.
- Duplexing equipment was purchased and installed on all printers, and all printers are set for two-sided printing as a default.
- A battery charger and rechargeable batteries were purchased for computer mice and other uses.

- A small stock of recycled pens was purchased and distributed to staff on a trial basis.
- Durable dishes, glasses and flatware are used in the kitchen and for staff meetings.
- Only star-rated computer equipment is purchased.
- Only environmentally preferred cleaning products are used in the office.
- Challenges:
  - Staff would like to use more 100% recycled, processed chlorine-free paper in their printed products, but currently the cost for publication-grade paper is prohibitively expensive, given our print budget.
    1. **Recommendation:** The state should consider purchasing more 100% recycled, processed chlorine-free paper for higher-quality, color printed products. The collective purchasing power of the state might be sufficient to lower the high current cost of this paper.
  - Staff have had to purchase numerous “green” products at the Olympia Co-Op and other stores because they’re not available through Central Stores. (See Appendix B for a list of environmentally preferred products that are not currently available through Central Stores.)
    1. **Recommendation:** The state should examine the feasibility of providing more “green” products through Central Stores.

##### 5. Energy and Water Use

- Only efficient (star-rated) computer equipment is used.
- All computer equipment, printers and copiers are turned off at night.
- The majority of office lights are controllable by section, and lights in the conference rooms and kitchen are turned off until the rooms are being used. Lights in the main part of the office are sometimes turned off during the day (natural lighting from a bank of windows often provides enough light). Several lights are not controllable and are left on all night. We learned that these lights are wired to the emergency panel, and that in the case of an outage the lights would run off a generator.
- There is a separate heat control for our office and thus far this fall the heat’s been left off (natural lighting through a bank of windows heats the main part of the office sufficiently).
- Challenges:
  - Staff sometime forget to turn off computer monitors at night and when they’re out of the office for several hours during the day.
  - Because we’re just one tenant of the GA building, our portion of the energy and water use is not separated. This makes it difficult to record our progress in reducing consumption of energy and water.
  - Staff plan to meet with GA building and site design staff about options for retrofitting additional men’s restrooms with waterless urinals (currently two of the four stories already contain them), low-flow flush toilets, hands-free sinks and hand dryers.

#### 6. Solid Waste

- All paper used in the office is recycled.
- Durable dishes, glasses and flatware replaced disposable alternatives in the kitchen and at meetings.
- All printers have been set for two-sided printing as a default.
- File folders and other office supplies are reused.
- A water cooler is provided (to discourage use of disposable water bottles).
- All publications are available in electronic format on the agency Web site.
- Rechargeable batteries are used, rather than disposable ones.
- Challenges:
  - Documents e-mailed to attendees prior to internal meetings are sometimes still distributed at meetings. There is opportunity to further reduce paper use by not distributing at meetings paper copies of previously e-mailed documents, and by increasing sharing of a limited number of paper copies at meetings.
  - Paper towels are still provided in the bathrooms. There are no hand dryers in the bathrooms.
  - Food composting has not yet been set up in the kitchen but staff were recently surveyed regarding their interest in setting up a worm bin on the building grounds. Response was very favorable, so staff will work with GA to make this happen.
  - We currently do not have data on how much solid waste we generate, making it impossible to determine if our efforts to reduce solid waste are effective. However, once the worm bin is installed, staff will do some limited weighing of the solid waste generated in the lunch room to roughly estimate the benefits of the worm bin.

#### 7. Employee Health and Safety

- Ergonomic equipment, first aid kits, and earthquake preparedness kits are made available to staff.

### **III. Communication and Education**

- Staff are periodically briefed (at staff meetings) on the progress we're collectively making as an office towards implementing the sustainability plan.
- Draft progress reports are e-mailed prior to submitting them to allow staff to add to them.
- Final progress reports are summarized at staff meetings.
- When interesting facts about sustainability become available, they are shared via e-mail.



#### **IV. Statewide Performance Measures**

##### **A. Copy Paper Use**

1. Type: The Action Team purchases and uses only 100% recycled, process chlorine-free paper.
2. Quantity: 19,226 pages printed per month for the reporting period. The Action Team primarily uses two copier/printers. (There are two other printers in the office but they are not used very much and they don't record pages printed.) This is an 18% increase from the previous reporting period (16,233 pages/month).
  - a. Agency staff suspect that a primary reason for the increase in copy paper usage is because the Action Team annually publishes many educational/outreach documents, that within the last several years our office has reduced the number of printed copies in favor of adding electronic copies to our Web site, that many members of the public are unable to download and print the publications from our Web site (sometimes due to their large size), and that members of the public request that we print and send them copies of documents. Because this is done on an as needed basis, the overall net result may be positive, but it may well result in increases in copy paper usage. Also, staff report that fewer jobs are now sent to the Copy Center than previously.

##### **B. Vehicle Miles Traveled**

1. Total of 67,289 miles were driven for the reporting period. This represents a 4% increase in miles driven from the previous reporting period (64,484).
2. Agency vehicles: 57,256 miles driven during the reporting period. This represents a 13% increase from the previous reporting period. However, the miles driven per month per agency vehicle actually decreased (from 846 to 692 miles/vehicle/month). This is due to an increase in agency vehicles from 5 to 6 vehicles.
  - a. Four of the six agency leased vehicles are used by outreach staff with offices located throughout Puget Sound. These staff routinely use the vehicles to perform their work.
3. Personal vehicles: 10,033 miles driven. This is a decrease of 27% from the previous reporting period. We suspect this significant decrease is attributable to an agency directive to staff to use agency vehicles whenever possible (to reduce overall costs to the state).

##### **C. Fuel Purchases, by gallon and type of fuel**

1. Quantity: The Action Team leases all of their vehicles from the Motor Pool and pays the Motor Pool per mile driven.
2. Type of Fuel: Regular unleaded gasoline.

##### **D. Average Fuel Efficiency**

- a. The five Toyota Prius hybrids get 48.3 - 48.8 mpg. The one Ford Taurus gets 24.8 mpg. These figures are from the Motor Pool. The average fuel efficiency for all six vehicles = 44.6 mpg. This should

represent an increase in fuel efficiency compared to the previous reporting period, as the agency increased its use of hybrids.

**V. New or Updated Goals and Objectives**

The Action Team did not adopt new or update existing goals or objectives during the reporting period.

## Appendix A

### Environmentally Friendly Products Currently Purchased by the Puget Sound Action Team

- Dish washing liquid: Plant based non-ionic ingredients, 100% biodegradable preservative with discharges safe for all aquatic life. Bottle is a minimum of 25% post-consumer recycled plastic
- Hand washing liquid: Eco-friendly, biodegradable.
- Paper towels: 100% recycled, 80% post-consumer content, chlorine-free, hypoallergenic, no dyes, non-toxic and biodegradable.
- Durable, washable dishes, glasses and flatware
- Battery charger and rechargeable batteries
- Printer and copier paper: **Harbor 100** is **FSC** Certified 100% Post Consumer Recycle made with 100% **Green-e** Certified Renewable Energy
- Quick & Brite: Environmentally responsible, i.e., non-toxic, multi-use concentrated cleaner.
- Stenographer's pads, 50% recycled materials, 30% post-consumer content
- White No. 10 mailing envelopes, 30% waste, 20% post-consumer content
- Ruled writing pads, 50% waste, 20% post-consumer content
- Easel pads, 50% waste content, 30% post-consumer content
- EcoSoft facial tissues, 20% post-consumer, 100% recycled content

## Appendix B

### List of Environmentally Friendly Products Not Available Through Central Stores

1. Following is a list of products that Action Team staff currently purchases at various stores because the products are not available through Central Stores.

- Liquid dishwashing soap – Plant based non-ionic ingredients, 100% biodegradable preservative with discharges safe for all aquatic life. Bottle is a minimum of 25% post-consumer recycled plastic.
- Battery charger (AA – AAA) and rechargeable batteries
- Biodegradable pens (made with rice or another material)

2. Following is a list of environmentally preferred products that Action Team staff would like to purchase but are unable to find at Central Stores (or any other store).

- Stenographer's pads, 100% recycled content (currently available only at 50% recycled content at Central Stores)
- Ruled writing pads, 100% recycled content (currently available only at 50% recycled content at Central Stores)
- Easel pads, 100% recycled content (currently only available at 50% recycled content at Central Stores)
- Scotch tape made from recycled, post consumer materials
- Post-it pads, 100% recycled, in colors other than yellow